BROAD AGENCY ANNOUNCEMENT
FOR
ADVANCEMENT OF
TECHNOLOGIES FOR USE BY SPECIAL OPERATIONS FORCES

December 17, 2014
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1.0. Introduction: READ THIS DOCUMENT THOROUGHLY AND FOLLOW ALL INSTRUCTIONS CAREFULLY. This publication is a Broad Agency Announcement (BAA), USSOCOM-BAAST-2015, as contemplated in Federal Acquisition Regulation (FAR) 6.102(d)(2) and 35.016. Solicitations requesting white papers or proposals will be accomplished via amendments to BAA USSOCOM-BAAST-2015. BAA USSOCOM-BAAST-2015 is issued in support of United States Special Operations Command (USSOCOM) Special Operations Research, Development, and Acquisition Center (SORDAC) targeted research and development (R&D) projects.

1.1. Long-Term Goal and Technical Challenges: USSOCOM has a long-term goal to develop technologies to meet Special Operations Forces (SOF) mission requirements. The intent is to accelerate the delivery of these innovative capabilities to the SOF warfighter. Prior studies and analyses have determined technical challenges exist for SOF equipment that require improvements for missions into the future. Those challenges are 1) trade space between weight, protection, power, and mobility; 2) cost; and 3) system component integration.

1.2. Authorization to Legally Obligate the Government: Offerors are advised that only Contracting Officers/Agreements Officers are legally authorized to obligate the Government.

1.3. Appendices: This BAA contains Appendices A, B, and C.

Appendix A – White Paper Format
Appendix B – Proposal Format to help Offerors in the formatting for writing white papers and proposals
 Appendix C – Tactical Assault Light Operator Suit (TALOS) Appendix to Broad Agency Announcement USSOCOM-BAAST-2015

*Note: Additional appendices will be published via amendments to this BAA and/or special notices referencing USSOCOM-BAAST-2015.

1.4. Export-Controlled Technologies: Some requirements may cover export-controlled technologies. Research in these areas is limited to Offerors meeting the requirements of the International Traffic in Arms Regulations (ITAR), 22 Code of Federal Regulations Parts 120-130. Participation by foreign-owned firms is subject to foreign disclosure review procedures and such firms should contact the contracting Point of Contact (POC) in Paragraph 2.6 if they contemplate responding.

1.5. Document Submissions – General: Guidance regarding the electronic submission of white papers and quad charts in response to this BAA are provided in topic specific appendices (e.g., Appendix C TALOS Paragraph 5.2) and will be provided in subsequent amendments/updates to this BAA.
2.0. General Information:

2.1. Agency: USSOCOM.

2.2. Program Office: Science and Technology Directorate.

2.3. BAA Title: BAA for Advancement of Technologies for Use by Special Operations Forces.

2.4. BAA Number: USSOCOM-BAAST-2015

2.5. Closing Date: This BAA will remain open for 5 years until 16 December 2019, unless superseded, amended, or cancelled. Periodically, but no less than annually, BAA updates, notices, or individual calls for white papers or proposals for specific technology areas of interest will be placed (via amendment and/or special notice on the Federal Business Opportunities website, http://www.fedbizopps.gov/) against USSOCOM-BAAST-2015. Each call for white papers will identify:

   (1) specific details regarding the call technical topic area,
   (2) submission instructions in addition to those outlined in the overarching five-year USSOCOM-BAAST-2015, and
   (3) a cutoff date for submissions.

2.6. Contracting Office and Technical Point of Contact (POC):

Contracting Officer:
Primary: Ms. Diane Davis, Phone: 813-826-7061, email: diane.davis@socom.mil.
Alternate: LCDR Walt Laptew Phone: 813-826-4867 email walter.laptew@socom.mil

Each appendix/call for white papers will have specific contracting POCs identified.

Technical POC:
Mr. Patrick Carley; Phone: 813-826-5584; email patrick.carley@socom.mil.

Each appendix/call for white papers will have specific technical POCs identified.

2.7. Technology Areas of Interest:
USSOCOM is interested in receiving white papers from all responsible sources from industry, academia, individuals, and Government laboratories capable of providing experiments and tests, feasibility studies, modeling and simulation, design, construction, and testing of SOF-related technologies. The intent is to accelerate the delivery of innovative capabilities to the SOF warfighter. It is an interactive process designed to assess the viability of technologies while simultaneously refining user requirements. Please see research topic specific appendices to this BAA for further information and guidance related to technology areas of interest.
2.8. **Classified Information:** Offerors are encouraged to submit unclassified white papers to simplify and expedite reviews and response by the Government. If an Offeror deems that a white paper contains classified information then the Offeror is instructed to contact the technical POC identified in Paragraph 2.6 for submission instructions of classified white papers. Classified submissions must be handled, labeled, and stored in accordance with the National Industrial Security Program (NISP) Operating Manual. Offerors are advised that submission of a classified white paper will require additional time for the Government to process, review, and respond, and will not delay the review and selection of unclassified white papers.

Offerors must possess all required personnel security clearances, facility clearances, and other infrastructure requirements necessary to perform the classified work in accordance with the Contract Security Classification Specification (DD Form 254) and corresponding Security Classification Guide without reliance on Government resources.

2.9. **Industry Classification and Business Size Standards:** The North American Industry Classification System (NAICS) code for this announcement is 541712 - Research and Development in the Physical, Engineering, and Life Sciences (except Biotechnology) with a small business size standard of 500 employees.

2.10. **Eligibility Information:** Although participation is encouraged, no portion of this BAA is set-aside for small businesses, to include veteran-owned, service-disabled veteran-owned, Historically Underutilized Business Zone (HUBZone) program, small disadvantaged, women-owned, and historically black colleges and universities and minority institutions. Foreign or foreign-owned contractors are advised that their participation, while not precluded, is subject to foreign disclosure review procedures. Foreign contractors should contact the Primary Contracting POC identified in each specific addendum if they contemplate responding to this BAA.

2.11. **Cost Sharing/Matching:** Cost sharing is not required. However, it will be carefully considered where there is an applicable statutory condition relating to the selected funding instrument (e.g., for any Other Transaction under the authority of 10 United States Code (U.S.C.) § 2371). Cost sharing is encouraged where there is a reasonable probability of commercial application related to the proposed research and development effort.

2.12 **Procurement Integrity, Standards of Conduct, Ethical Considerations, and Organizational Conflicts of Interest:**

Federal employees are prohibited from participating in particular matters involving conflicting financial, employment, and representational interests (18 U.S.C. §§ 203, 205, and 208). Once proposals have been received, and prior to the start of proposal evaluations, the Government will assess potential conflicts of interest and notify Offerors if any appear to exist. The Government assessment does NOT affect, offset, or mitigate
the Offeror’s responsibility to give full notice and planned mitigation for all potential organizational conflicts, as discussed below.

Without prior approval or a waiver from the USSOCOM Director of Procurement, in accordance with FAR 9.503, a contractor cannot simultaneously provide scientific, engineering, technical assistance (SETA) or similar support and also be a technical performer. As part of the proposal submission, all members of the proposed team (prime Offeror, proposed subcontractors, and consultants) must affirm whether they (their organizations and individual team members) are providing SETA or similar support to any USSOCOM or subordinate component technical office(s) through an active contract or subcontract. All affirmations must state which office(s) the Offeror, subcontractor, consultant, or individual supports and identify the prime contract number(s). All facts relevant to the existence or potential existence of organizational conflicts of interest (FAR 9.5) must be disclosed. The disclosure must include a description of the action the Offeror has taken or proposes to take to avoid, neutralize, or mitigate such conflict. If in the sole opinion of the Government, after full consideration of the circumstances, a proposal fails to fully disclose potential conflicts of interest and/or any identified conflict situation cannot be effectively mitigated, the proposal will be rejected without technical evaluation and withdrawn from further consideration for award.

If a prospective Offeror believes a conflict of interest exists or may exist (whether organizational or otherwise) or has questions on what constitutes a conflict of interest, the Offeror should send its contact information and a summary of the potential conflict to the cognizant Government Contracting Officer identified in the BAA addendum they are responding to before time and effort are expended in preparing a proposal and mitigation plan.

2.13. White Paper Consideration: All responsible Offerors capable of satisfying the Government's needs may submit a white paper for consideration. An Offeror may submit multiple white papers in different areas of research. Offerors are advised that a single white paper that attempts to address the whole scope of the technology described in this BAA will most likely be rejected. In order to be considered for award, Offerors must be registered in the System for Award Management (SAM), complete the Online Representations and Certifications Application (ORCA) at www.sam.gov, be considered responsible within the meaning of FAR Part 9.1 “Responsible Prospective Contractors,” have a satisfactory performance record, and otherwise be eligible for award based on federal law and regulation.

2.14. Determination of Technology Readiness Level: Each Offeror shall include in the white paper a preliminary Technology Readiness Level (TRL) assessment of the proposed technology that conforms to the technology objectives and an expected TRL at the conclusion of the effort. The Offeror shall perform a TRL assessment of each subsystem and the system as a whole to identify technical risk areas. The Offeror shall determine the TRL of each subsystem/system according to the Department of Defense Technology Readiness Assessment Guidance and develop mitigation plans for all systems and subsystems at or above TRL 3. Offerors are expected to be knowledgeable
of TRL assessment when submitting white papers.

2.15. Disclaimers/Notifications: USSOCOM reserves the right to select all, some, partial white paper content, or none of the white papers received in response to this BAA throughout its term. USSOCOM reserves the right to initiate clarification of white papers and other material submitted in response to this BAA with Offerors when deemed necessary. All awards are subject to the availability of funds. Offerors will not be reimbursed for white paper development costs. There shall be no basis for claims against the Government as a result of any information submitted in response to this BAA. White papers and other material submitted with the white paper for review purposes under this BAA will not be returned.

2.16. White Paper Disclosures: It is the policy of USSOCOM to treat white papers as sensitive competitive information and to disclose the contents only for the purposes of review. Non-government personnel may be used to facilitate the review process.

**ITEM OF NOTE**

Notification is hereby provided that Covered Government Support Contractors as defined in Defense FAR Supplement (DFARS) 252.227-7013, 7014, 7015, and 7025, will act as advisors to the Government to review and provide support during white paper submission evaluations. When appropriate, Covered Government Support Contract advisors may also have access to Offeror’s proposals and may be utilized to objectively review a proposal in a particular functional area and provide comments and recommendations to the Government’s decision makers. They may not establish final assessments of risk, rate, or rank Offeror’s proposals. All Covered Government Support Contract advisors shall comply with procurement integrity laws. The Government shall take into consideration requirements for avoiding conflicts of interest and ensure advisors comply with safeguarding proprietary data. Submission of a quad chart, white paper, and/or proposal in response to this BAA constitutes approval to release the submitted information to Covered Government Support Contract advisors, and that the Offeror (or party asserting restrictions) has waived the requirement for separate non-disclosure agreements.

2.17. Technology Development Cost and Schedule: Guidance related to technology development cost and schedule will be provided in topic specific appendices published via amendments and/or special notices to USSOCOM-BAAST-2015.

3.0. Research Opportunity Description: This BAA addresses the areas of interest stemming from the needs for advancement in technology in SOF equipment and systems. USSOCOM is interested in receiving white papers from all responsible sources from industry, academia, and research laboratories capable of providing the development, design, and prototype fabrication and technology proof of functionality to meet USSOCOM unique requirements. Please see research topic specific appendices to this BAA and subsequent amendments/special notices for further information and guidance related to technology areas of interest.
3.1. Rights in Technical Data, Computer Software and Computer Software Documentation: The Offeror shall mark each page of its white paper that contains proprietary information. It is the Government's intention to acquire only that necessary to satisfy agency needs, and this will be negotiated on a case-by-case basis. An Offeror may provide with its white paper assertions to restrict use, release, or disclosure of data and/or computer software and computer software documentation that will be provided in the course of contract performance. Rules governing these assertions are prescribed in DFARS clauses 252.227-7013, 7014, and 7017 and may be accessed at http://farsite.hill.af.mil/VFDFARA.HTM.

3.1.1 Other Transactions for Prototype Projects, Noncommercial and Commercial Items (Technical Data and Computer Software and Computer Software Documentation): Offerors responding to this BAA requesting an Other Transaction (OT) for Prototype shall follow the applicable rules and regulations governing Other Transactions for Prototype projects, available at http://www.acq.osd.mil/dpap/cpic/cp especific_policy_areas.html#other_transactions In all cases, offerors shall appropriately identify potential restrictions on the Government’s use of any intellectual property. This includes both noncommercial and commercial items. The Government may use the list during the evaluation process to evaluate the impact of any identified restrictions, and may request additional information from the Offeror, as may be necessary, to evaluate the Offeror’s assertions. If no restrictions are intended, then the Offeror should state “NONE.” Failure to provide full information may result in a determination that the white paper and/or proposal is not compliant with the BAA and result in removal from consideration from award.

4.0. White Paper Submission and Review: Unless otherwise directed by specific language in the appendices to this BAA, Offerers will use the following process for submission of white papers and white paper evaluations will be conducted as described in Paragraph 4.3.

4.1. White Paper Submission Process: Interested Offerors shall submit a white paper as described below that shall be valid for a minimum of six months from the closing date of the specific appendix to this BAA. Additional submission instructions regarding timelines, submission sites, email addresses and POCs are provided in topic specific appendices to this BAA.

4.2. White Paper Content and Format:

4.2.1. Format: White papers shall use the format described at Appendix A - White Paper Format. White papers shall meet the following requirements: (1) Paper Size - 8.5 x 11 inch paper; (2) Margins - 1"; (3) Spacing - single; (4) Font – Times New Roman, 12 Point; (5) Microsoft Office 2010 or compatible format and/or PDF format. The Integrated Master Schedule is not restricted in size. The naming convention of white papers shall conform to the following format: CompanyName_WhitePaperTitle_MMDDYYYY.doc or pdf and contain no more than 50 characters and no special characters.
4.2.2. Number of Pages: White papers will not exceed five pages. The cover page, quad chart, and Integrated Master Schedule are not counted in this page limit. All pages shall be numbered.

4.2.3. Cover Page: Labeled "WHITE PAPER" and shall include: (1) BAA number and Technology Areas of Interest as referenced in topic specific appendices to this BAA (e.g., Appendix C TALOS 4.1 Survivability); (2) white paper title; and (3) Offeror information to include address, phone, fax, and technical contact with email address.

4.2.4. Technical: The Offeror shall submit a description of the scope of work necessary to satisfy the BAA stated technical challenges and design objectives. This shall include: (1) technical approach; (2) technical risk areas; (3) design maturity; (4) any other technical data/information to be conveyed for consideration. The Offeror shall identify the management, technical qualification and composition of the research team, key personnel, and subcontractors. The Offeror must address the quality assurance process to assess its capability to successfully develop the technology and configuration control plan.

4.2.5. Price/Cost and Schedule: The Offeror shall provide a determination of the cost to develop the technology through each phase from concept development through prototype proofing. Each Offeror shall submit a Rough Order of Magnitude (ROM) of the costs based on work areas of development to perform the overall technology development effort. The Offeror shall submit a schedule by major tasks to develop the technology through completion of the prototype and proof of readiness.

4.2.6. Quad Chart: The Offeror shall submit a quad chart following the example at Appendix A. The quad chart shall include: (1) description of the technology effort with drawing or schematic; (2) technical performance required to achieve and complete the effort; (3) costs by deliverable and schedule; and (4) technical resources and team members.

4.3. White Paper Review Information:

4.3.1. Review Method: The Government will review each white paper and select the Offerors that have the greatest potential to meet the needs of USSOCOM technology requirements based on the areas stated in the BAA. Initially, a determination will be made if each Offeror is technically qualified and has a comprehensive understanding to undertake the development of the technology based on the information stated in the white paper. The Government will determine the most technically competent and capable of the qualified Offerors using the criteria established in each specific technology area appendix.

4.3.2. Review Criteria and Selection Process: USSOCOM will conduct a scientific/technical review of each conforming white paper. White Papers will not be evaluated against each other since they are not submitted in accordance with a common work statement. USSOCOM’s intent is to review white papers as soon as possible after
they arrive; however, white papers may be reviewed periodically for administrative reasons. A Request for Proposal (RFP) may be made to Offerors whose white papers and quad charts are determined to be the most advantageous to the Government, all factors considered, including the potential contributions of the proposed work to the overall research program and the availability of funding for the effort. Additional information regarding the review criteria and selection process will be provided in specific technology area amendments/ special notice updates as appendices to this BAA.

The primary basis for selecting white papers for submission of a proposal shall be technical, importance to agency programs, and funds availability. In order to provide the desired evaluation, qualified Government personnel will conduct reviews and (if necessary) convene panels of experts in the appropriate areas.

4.3.3. Notification of Selection: All Offerors submitting white papers will be contacted by the Government, either with an email letter informing them that the effort proposed is not of interest to the Government or with a request for a formal cost and technical proposal by a specified date.

5.0. Proposal Submission and Review:

5.1. Proposal Submission/Format/Number of Pages: Upon notification of selection, Offerors have 30 calendar days to prepare and submit a proposal in accordance with the format and instructions in Appendix B. Each proposal shall include a Statement of Work (SOW) so that the evaluation process includes direct consideration for contract award. Proposals shall not exceed 20 pages, excluding cover page and cost/schedule. All pages shall be numbered.

5.2. Proposal Review, Evaluation, and Selection Criteria and Process: Each proposal will be evaluated by the Government and the proposal must stand on its own technical merit. Proposals will be evaluated in accordance with the evaluation criteria and process specified in each specific technology area appendix. Pursuant to FAR 35.016, the primary basis for selecting proposals for acceptance shall be technical, importance to agency programs, and funds availability. In order to provide the desired evaluation, qualified Government personnel will conduct reviews and (if necessary) convene panels of experts in the appropriate areas.

5.3. Contract/Agreement Awards: The Government's plan is to award contracts and /or Other Transaction agreements to selected Offerors that meet USSOCOM's needs.

Multiple awards may be made based on the quality of the proposals and availability of funding. Occasionally, USSOCOM may be interested in awarding only a certain portion (or portions) of a proposal. This BAA method provides the flexibility to make an award for only those portions or tasks of the proposal that are of interest to the Government. Each Offeror will be notified if the Government intends to make an award based on its proposal. The notification will indicate if all or only portions of the proposal will be included in the award.
The Government reserves the right to select for negotiation all, some, partial, or none of the proposals received, and to make awards without discussions with Offerors. Moreover, the Government reserves the right to conduct discussions if it is later determined to be necessary. Additionally, the Government reserves the right to remove BAA participants from award consideration should the parties fail to reach agreement on award terms, conditions, and cost/price within a reasonable time or the Offeror fails to timely provide requested additional information.

Proposals identified for negotiation may result in cost reimbursable or fixed price procurement contracts and/or Other Transaction agreements depending upon the nature of the work proposed, the required degree of interaction between parties, and other factors. In all cases, the Government Contracting Officer shall have sole discretion to select award instrument type and to negotiate all instrument terms and conditions with selectees.

6.0. References
Federal Acquisition Regulation and Supplements
National Industrial Security Program Operating Manual
DoD Other Transactions Guide for Prototype Projects (December 2000)

7.0 Acronyms
BAA Broad Agency Announcement
CPFF Cost-Plus-Fixed-Fee
DFARS Defense Federal Acquisition Regulation Supplement
FAR Federal Acquisition Regulation
FFP Firm-Fixed-Price
IR&D Independent Research and Development
ITAR International Traffic in Arms Regulations
HUBZone Historically Underutilized Business Zones
NISP National Industrial Security Program
NAICS North American Industry Classification System
ORCA Online Representations and Certifications Application
OT Other Transactions
POC Point of Contact
RFP Request for Proposal
ROM Rough Order of Magnitude
SAM System for Award Management
SEDA Systems Engineering and Technical Assistance
SOF Special Operations Forces
SORDAC Special Operations Research, Development, and Acquisition Center
SOW Statement of Work
TALOS Tactical Assault Light Operator Suit
TRL Technology Readiness Level
USSOCOM United States Special Operations Command
Appendix A – White Paper Format

Section A – Title, technology area of interest as referenced in the specific technology area appendix, period of performance, estimated cost of task, name and address of the Offeror, technical and contracting points of contact, telephone and fax numbers.

Section B – Task objective with description of work to be performed.

Section C – Technical summary and proposed deliverables.

The white paper should include the anticipated period of performance as well as a ROM cost. The ROM cost consists of the total cost plus profit/fee, if any. It is a best guess of the anticipated cost of the effort and should be consistent with any dollar value or ranges specified in the announcement, as well as the level of work being proposed. The white paper does not include a cost proposal or any of the material that usually accompanies a cost proposal. It must include a short technical description of the concepts and plans to accomplish the technical objectives. It also briefly describes the technologies to be pursued in the effort. It should also identify any Independent Research and Development (IR&D) work underway within the company that may have direct application. The white paper should address only that specific part of the BAA the Offeror intends to accomplish. A single white paper that attempts to address the whole scope of the technology described in the BAA will most likely be rejected.

Section D – Quad Chart

The quad chart presents the overall view of the proposed work in a snapshot. It is essential that the quad visually present the relevant information of what the project will accomplish, a description, the technical efforts necessary to achieve results, benefit to SOF, technical and management resources, costs, and schedule/major milestones. It is preferred that quad charts be provided in the latest version of Microsoft (MS) Power Point, although they may be provided in MS Word or Adobe Acrobat files so long as the quad file can be opened and read. A sample quad is shown below in Figure 1.
Figure 1
Appendix B – Proposal Format

INTRODUCTION: The Offeror’s proposal shall consist of three parts. Part I is the technical proposal, Part II is the statement of work, and Part III is the cost proposal.

Part I: Technical Proposal Table of Contents
   I  Cover Page (excluded from page count)
   ii Table of Contents (excluded from page count)
   iii List of Illustrations/Tables (excluded from page count)
   iv Executive Summary
   1.0 Technical Approach
      1.1 Technical Discussion
      1.2 Technical Program Summary
      1.3 Risk Analysis and Alternatives
      1.4 References
   2.0 Capabilities and Relevant Experience
      2.1 Previous or Current Relevant Independent Research and Development (IR&D) Work
      2.2 Related Government Contracts
      2.3 Facilities/Resources
      2.4 Resumes of Key Personnel
   3.0 Schedule
      3.1 Time Line Chart by Task
   4.0 Program Organization
      4.1 Organization Chart(s) with Key Personnel
      4.2 Management and Technical Team
         4.2.1 Offeror Responsibilities
         4.2.2 Subcontractor(s) Responsibilities
         4.2.3 Consultant Responsibilities

Appendix(ces)
Part I: Technical Proposal – Detailed Description of Contents

i. Cover Page

The cover page shall include the BAA title and reference number; name with telephone number, fax, and email address for the Offeror’s principal points of contact (both technical and contractual); and a proprietary data disclosure statement, if applicable.

ii. Table of Contents

Follow the table of contents format described above.

iii. List of Illustrations/Tables

This list is a quick reference of charts, graphs, and other important information. A separate List of Illustrations/Tables is recommended.

iv. Executive Summary

The Executive Summary allows the Offeror to present, briefly and concisely, the important aspects of their proposals to key Government management personnel. The summary should present an organized progression of the work to be accomplished, without the technical details, so that the reader can grasp the core issues of the proposed program. The Executive Summary shall not exceed more than one half of one page in length.

1.0 Technical Approach: In this section, the Offeror should provide as much technical detail and analysis as is necessary or useful to support the proposed technical approach. One must clearly identify the technologies, (e.g., basic, applied research, or exploratory development) forming the solution(s) proposed. It is not effective to address a variety of possible solutions to the technology problems.

1.1 Technical Discussion: No technical approach is without its limitations or shortcomings. Every issue should be identified and compared with the successes/failures of previous approaches. A tradeoff analysis is a good way to make this comparison and should be supported by theory, simulation, modeling, experimental data, or other sound engineering and scientific practices. If the Offeror has a new and creative solution to the problem(s), that solution should be developed and analyzed in this section. The preferred technical approach should be described in as much detail as is necessary or useful to establish confidence in the approach.
1.2 Technical Program Summary: This section summarizes the above technical discussion in an orderly progression through the program, emphasizing the strong points of the proposed technical approach.

1.3 Risk Analysis and Alternatives: Every technology has limitations and shortcomings. The proposal evaluator(s) will formulate a risk assessment; therefore, it is in the best interest of the Offeror to have its own understanding of the risk factors presented. Critical technologies should be identified along with their impact on the overall program, as well as fallback positions that could still improve on existing approaches.

1.4 References: Any good technology discussion must present the basis for, and reference, the findings cited in the literature.

2.0 Capabilities and Relevant Experience: In this section, the Offeror should describe any capabilities the Offeror has that are uniquely supportive of the technology to be pursued. The following subparagraphs are recommended to be addressed.

2.1 Previous or Current Relevant IR&D Work and Points of Contact

2.2 Related Government Contracts and Points of Contact

2.3 Facilities/Resources

2.4 Resumes of Key Personnel

3.0 Schedule: The schedule represents the Offeror’s commitment to perform the program tasks in an orderly, timely manner.

3.1 Time Line Chart by Task: Each major task identified in the SOW should appear as a separate line on the program schedule. Planned meetings, such as kick-off, presentations (including final presentation on the effort), technical interchange meetings, should be included in the time line. The time line should also indicate the anticipated meeting site.

4.0 Program Organization: In this paragraph, the Offeror should present its organization’s ability to conduct difficult technical programs. Any pertinent or useful information may be included in this paragraph, but a minimum recommended response should address the following subparagraphs:

4.1 Organization Chart(s) with Key Personnel: Include prime Offeror and subcontractor organization charts.
4.2 Management and Technical Team: This should specifically identify what tasks will be performed by each party and why each subcontractor, if any, was selected to perform its task(s).

4.2.1 Offeror Responsibilities

4.2.2 Subcontractor(s) Responsibilities

4.2.3 Consultant(s) Responsibilities

Appendix(es): Appendices may include technical reports, published papers, and referenced material. A listing of these reports/papers, with a short description of the subject matter, is usually adequate. **DO NOT PROVIDE COMMERCIAL PRODUCT ADVERTISING BROCHURES.** Please be aware that these will be included in the proposal page limitation.
Part II – Offeror Statement of Work (SOW)

a. PLEASE USE THE FOLLOWING DECIMAL NUMBERING SYSTEM FOR SOW PREPARATION. Do not put proprietary data or restrictive markings in the SOW.

Table of Contents

1.0 Objective

2.0 Scope

3.0 Background

4.0 Tasks/Technical Requirements

4.1 Task – 1st sub-level

4.1.1 Sub-task – 2nd sub-levels

4.1.1.1 Second level sub-task – 3rd sub-level

b. An Offeror-developed SOW is required to accurately describe the work to be performed and avoid inconsistencies. If, in the Government’s opinion, the Offeror’s SOW does not reflect these requirements, changes or adjustments may be required that could delay the award. The SOW must be a separate and distinct part of the proposal. The proposed SOW must contain a summary description of the technical methodology as well as the task description, but not in so much detail as to make the SOW inflexible. DO NOT INCLUDE THE OFFEROR’S NAME, OR ANY PROPRIETARY INFORMATION IN THE SOW.

c. The following is offered as the format for the SOW. Begin this section on a new page. Start your SOW at Paragraph 1.0.

(1) 1.0 - Objective: This section is intended to give a brief overview of the specialty area and should describe why it is being pursued and what the Offeror is trying to accomplish.

(2) 2.0 - Scope: This section includes a statement of what the SOW covers. This should include the technology area to be investigated, objectives/goals, and major milestones for the effort.

(3) 3.0 - Background: The Offeror shall identify appropriate documents that are applicable to the effort to be performed. This section includes any information, explanations, or constraints that are necessary in order to understand the
requirements. It may include relationships to previous, current, and future operations. It may also include techniques previously tried and found ineffective.

(4) 4.0 - Technical Requirements:

(a) This section contains the detailed description of tasks representing the work to be performed that are contractually binding. Thus, this portion of the SOW should be developed in an orderly progression and in enough detail to establish the feasibility of accomplishing the overall program goals. The work effort should be segregated into major tasks and identified in separately numbered paragraphs according to the decimal system above. Each numbered major task should delineate, by subtask, the work to be performed. The SOW must contain every task to be accomplished.

(b) The tasks must be definite, realistic, and clearly stated. Use “shall” whenever the work statement expresses a provision that is binding. Use “should” or “may” whenever it is necessary to express a declaration of purpose. Use “will” in cases where no Offeror requirement is involved, e.g., power will be supplied by the Government. Use active voice, not passive voice, in describing work to be performed.

(c) Do not use acronyms or abbreviations without spelling out acronyms and abbreviations at the first use; place the abbreviation in parentheses immediately following a spelled-out phrase. This provides the definition for each subsequent reuse. As an option, a glossary may contain definitions of acronyms and abbreviations.

(d) If presentations/meetings are identified in your schedule, include the following paragraph in your SOW:

“Conduct presentations/meetings at times and places specified in the contract schedule.”
PART III - Offeror Cost Proposal

a. The Offeror’s cost proposal shall be a separate document from the Offeror SOW and included with the technical proposal and SOW. For pricing purposes, Offerors should assume a contract or agreement start date of approximately ninety (90) days after submission of the proposal.

b. Offerors will limit the cost proposal to the minimum number of pages necessary to adequately support the proposed cost. Cost or pricing data, as defined in FAR 2.101 must be submitted for contract awards. Cost or pricing data are not required if the Offeror proposes an Other Transaction for Prototype agreement (see [insert NOTE, paragraph number, etc.] below). If a negotiated contract is expected to exceed $700,000, then the submission of certified cost or pricing data shall be required. When certified cost or pricing data are required, the Contracting Officer shall require the Offeror to submit to the Contracting Officer (and to have any subcontractor or prospective subcontractor submit to the Offeror or appropriate subcontractor tier) the following in support of any proposal:

   (1) The cost or pricing data.

   (2) A certificate of current cost or pricing data, in the format specified in FAR 15.406-2, certifying that to the best of its knowledge and belief, the cost or pricing data are accurate, complete, and current as of the date of agreement on price or, if applicable, an earlier date agreed upon between the parties that is as close as practicable to the date of agreement on price.

c. If certified cost or pricing data are requested and submitted by an Offeror, but an exception is later found to apply, the data will not be considered cost or pricing data as defined in FAR 2.101 and will not be certified in accordance with FAR 15.406-2.

d. Format. Cost proposals shall be formatted as follows.
   (1) Paper Size – 8.5 X 11-inch paper
   (2) Margins 1-inch
   (3) Spacing – single
   (4) Font – Times New Roman, 12 Point
   (5) Electronic Software: Microsoft Word, Excel, or Adobe Acrobat
   (6) Submission, electronic as stated in Section 1.5 of this BAA

e. Additional Information: The following information should be contained in a cover sheet attached to the cost proposal:

   (1) Full company name and address

   (2) BAA number submitting proposal against
(3) Point of contact, name, title, and phone and fax number

(4) CAGE code

(5) DUNS number

(6) Type of contract/agreement proposed (i.e. FFP, CPFF, OT)

(7) Name, address, and telephone number of the Offeror’s cognizant Defense Contract Management Agency (DCMA) administration office or Office of Naval Research (ONR) office.

(8) Name, address, and telephone number of the Offeror’s cognizant Defense Contract Audit Agency (DCAA) audit office.

(9) Will you require the use of any Government property in the performance of this work? If yes, identify.

(10) Is this proposal consistent with your established estimating and accounting practices and procedures and FAR Part 31 cost principles? If no, explain.

(11) Award instrument requested: Firm Fixed Price, Cost Plus Fixed Fee, Cost-Contract-No Fee, Cost Sharing Contract-No Fee, or Other Transaction Agreement.

f. Cost Element Breakdown: Clear, concise and accurate cost proposals reflect the Offeror’s financial plan for accomplishing the effort contained in the technical proposal. All direct costs (e.g., labor, material, travel, and computer) as well as labor and overhead rates should be provided by contractor fiscal year (CFY) unless otherwise specified in the BAA. The cost element breakdown(s) may include the following.

(1) Direct Labor: Direct labor should be detailed by number of labor hours, category, and rates in burdened costs.

(2) Labor and Overhead Rates: Direct labor hours, with their applicable rates, must be broken out by CFY and the bases used clearly identified. The source of labor and overhead rates and all pricing factors should be identified. For instance, if a Forward Pricing Rate Agreement (FPRA) is in existence, that should be noted, along with the Administrative Contracting Officer’s (ACO’s) name and telephone number. If the rates are based on current experience in your organization, provide the history base used and clearly identify all escalation, by year, applied to derive the proposed rates. If computer usage is determined by a rate, identify the basis used and rationale used to derive the rate.

(3) Material/Equipment: List all material/equipment items by type and kind with associated costs and advise if the costs are based on vendor quotes, data, and/or engineering estimates; provide copies of vendor quotes and/or catalog pricing data.
(4) Subcontractor Costs: Offerors must submit all subcontractor proposals and analyses with the cost proposal (See FAR 15.404-3(b)). If the subcontractor will not submit cost and pricing information to the Offeror, this information must be submitted directly to the Government for analysis. On all subcontracts and interdivisional transfers, provide the method of selection used to determine the subcontractor and the proposed contract type of each subcontract. An explanation shall be provided if the Offeror proposes a different amount than that quoted by the subcontractor. The Offeror’s proposal must:

(a) Identify principal items/services to be subcontracted.

(b) Identify prospective subcontractors and the basis on which they were selected. If non-competitive, provide selected source justification.

(c) Identify the type of contractual business arrangement contemplated for the subcontract and provide a rationale for same.

(d) Identify the basis for the subcontract costs (e.g., firm quote or engineering estimate, etc.).

(e) Identify the cost or pricing data or information other than cost or pricing data submitted by the subcontractor.

(f) Provide an analysis of the proposed subcontract in accordance with FAR 15.404-3(b). Provide an analysis concerning the reasonableness, realism and completeness of each subcontractor’s proposal. If the analysis is based on comparison with prior prices, identify the basis on which the prior prices were determined to be reasonable. The analysis should include, but not be limited to, an analysis of materials, labor, travel, other direct costs, and proposed profit or fee rates.

(5) Special Tooling or Test Equipment: When special tooling and/or test equipment is proposed, attach a brief description of said items and indicate if they are solely for the performance of this particular contract or project and if they are or are not already available in the Offeror's existing facilities. Indicate quantities, unit prices, whether items are to be purchased or fabricated, whether items are of a severable nature and the basis of the price. These items may be included under direct material in the summary format.

(6) Consultants: When consultants are proposed to be used in the performance of the contract, indicate the specific project or area in which such services are to be used. Identify each consultant, number of hours or days to be used and the consultant's rate per hour or day. State the basis of said rate and give your analysis of the acceptability of the consultant's rate.
(7) Travel: Travel costs must be justified and related to the needs of the project. Identify the number of trips, the destination, and purpose. Travel costs should be broken out by trip with number of travelers, airfare, per diem, lodging, etc.

NOTE: If an Offeror takes exceptions to the requirements called out in the announcement, the exceptions should be clearly stated in the cost proposal.

g. All Offerors requesting an Other Transaction (OT) for Prototype agreement must include a detailed list of milestones. Each milestone must include the following: milestone description, completion criteria, due date, and payment/ funding schedule (to include, if cost share is proposed, contractor and Government share amounts). It is noted that, at a minimum, milestones should relate directly to accomplishment of program technical metrics as defined in the BAA and/or the Offeror’s proposal. Agreement type, fixed price or expenditure based, will be subject to the negotiation by the Agreements Officer; however, it is noted that the Government prefers use of fixed priced milestones with a payment/ funding schedule to the maximum extent possible. Do not include proprietary data. If the Offeror requests the award of an OT agreement as a nontraditional defense contractor, as so defined in the Department of Defense guide entitled “Other Transactions (OT) Guide for Prototype Projects” dated December 2000 (as amended) (http://www.acq.osd.mil/dpap/cpic/cp/specific_policy_areas.html#other_transactions), information must be included in the cost proposal to support the claim. Additionally, if the Offeror requests the award of an OT agreement without the required one-third (1/3) cost share, information must be included in the cost proposal supporting that there is at least one non-traditional defense contractor participating to a significant extent in the proposed prototype project. For more information on Other Transaction for Prototype agreements, refer to http://www.darpa.mil/Opportunities/Contract_Management/Other_Transactions_and_Technology_Investment_Agreements.aspx